



City of Manitou Springs **JOB POSTING**

The City of Manitou Springs seeks candidates for the position of **City Clerk**. This notice is being posted pursuant to Section IV of the City Personnel Regulations.

POSTING DATE: January 6, 2010
CLOSING DATE: January 20, 2010
POSITION: City Clerk
SALARY: \$39,000-\$45,000 DOE
BENEFITS: Health, Life & Dental Insurance, Paid Vacation & Sick Leave, PERA

DESCRIPTION OF WORK:

The City Clerk performs a broad range of tasks in support of the administration of the City of Manitou Springs. The City Clerk serves as the Clerk of the City Council, the Designated Election Official, the Liquor Licensing Administrator, Administrative Assistant to the City Administrator, Human Resource Officer and Risk Manager, and Deputy Municipal Court Clerk. There is regular interaction with the public, including in person, by telephone and via email. The City Clerk is supervised by the City Administrator but also receives direction from the Mayor and City Council.

ESSENTIAL JOB FUNCTIONS:

- Coverage of City Council meetings during evening hours
- Serving as the Designated Election Official for regular and special municipal elections and elections for the Business Improvement District (BID) and the Metropolitan Parking District – includes overseeing the candidate nomination process, ballot certification, public notification and education, ballot tabulation and election certification; coordinating elections with El Paso County when applicable; maintaining official election records
- Serving as the Liquor Licensing Administrator – includes ensuring that the local review of applications is in compliance with City and State laws; receiving all applications; scheduling required public postings, legal notices and public hearings; coordinating with MSPD in order to complete background and fingerprint checks; counseling applicants on requirements and procedures for securing liquor licenses; and working with the State Liquor Enforcement Division to issue liquor licenses
- Administrative Assistant to the City Administrator – includes preparing Council Worksession agendas with items the Administrator wants before Council; and providing Staff support for the Metro Parking District.
- Human Resource Officer – includes preparing and posting job descriptions for openings in the City; accepting job applications; coordinating background checks with MSPD for new and potential hires; maintaining personnel records (including confidential information)
- Risk Manager – includes coordinating workman's comp and property casualty claims with CIRSA and ensuring that the City stays in compliance with CIRSA requirements
- Records Management – includes the codification of City Ordinances; organizing and maintaining onsite and offsite City records; the safekeeping of official city documents and the necessary

recording of such documents with El Paso County; coordinating the proper disposal of records that have met the required retention period

- Customer Service – includes assisting the public with a variety of requests and questions; communicating effectively in person, over the telephone and in writing
- General Desk Work – includes performing a variety of tasks while seated at a desk including typing, data entry, emailing, and creating internal and external correspondence

EXAMPLES OF WORK:

- Provides administrative services for City Council including creating and posting agendas, copying and distributing information packets, attending Tuesday evening meetings, and completing and posting meeting minutes
- Performs research of City records when necessary
- Serves as a notary public for staff and public
- Certifies by signature all Ordinances and Resolutions
- Prepares annual budget, orders supplies and approves invoices for payment for Administration Department
- Maintains and coordinates codification of the Municipal Code and disseminates Municipal Code books and supplements as needed
- Coordinates and monitors the publication of all City Ordinances, public hearings and other legal notifications in accordance with City and State public notification requirements
- Administers the Oath of Office to City officials
- Serves as the custodian of City records and the City seal; affixes the City seal to official documents
- Serves as Staff support for the Metro Board, Economic Development Council and Business Improvement District
- Performs additional duties as assigned

JOB QUALIFICATIONS:

The employee in this position must possess the following knowledge, skills and abilities:

- Working knowledge of and the ability to interpret State Statutes, the Municipal Charter and Code and other applicable laws and regulations
- Knowledge of legislative processes
- Knowledge of Colorado election laws and processes
- Knowledge of liquor licensing laws and processes
- Knowledge of the Colorado Open Records Act and the Colorado Open Meetings Law
- Ability to maintain confidentiality when faced with information of a sensitive nature
- Knowledge of word processing, especially Microsoft Word and Excel; ability to type accurately at a rate of a least 50 wpm
- Ability to operate a multi-line phone system, recording software and equipment, photocopier, adding machine, fax machine, scanner and handheld radio
- Knowledge of business English and spelling; ability to produce quality written documents that display a professional appearance
- Outstanding attention to detail and organizational skills
- Ability to understand and follow both written and verbal instructions and to work under both close, general or no supervision, depending upon the nature of the assignment
- Knowledge of records management procedures and the ability to accurately file numerically, alphabetically, alphanumerically, or chronologically

- Ability to deal tactfully and courteously with members of the public
- Skilled in reception and telephone etiquette
- Flexibility and ability to cross-train in other administrative areas; willingness and the initiative to cover for and assist others in periods of absence or high volume work activity
- Ability to participate as a constructive member of the administrative team
- Ability to establish effective relationships with other departments as well as with community associations, business contacts, civic organizations, the media, and various other groups and individuals

This employee performs work that requires the following essential physical abilities:

Vision – the ability to see in order to drive safely on an occasional basis and read a computer screen or other printed matter at close or far-range on a constant basis

Hearing – the ability to hear and comprehend verbal communication on a constant basis; must be able to communicate effectively in person or over the telephone

Manual Dexterity – the ability to frequently manipulate office equipment; must have fine and gross finger dexterity and the ability to grasp, grip, and twist at the wrist

Twisting and Turning at the Waist – must be able to frequently twist and turn while sitting and standing

Lifting/Pushing/Drugging - must be able to frequently lift/push/drag items and equipment weighing up to 35 pounds such as boxes of supplies and paper records from one location to another

Sitting – must be able to frequently sit for extended periods of time while working at a desk

Standing - must be able to occasionally stand for extended periods of time while working at the front counter.

EXPERIENCE, EDUCATION AND TRAINING:

Experience – Three years of experience in a clerical work environment; municipal experience preferred

Education – High school diploma or equivalent; college degree preferred

Licenses/Certificates – Notary Public Commission, or the ability to obtain such commission once hired; Certified Municipal Clerk (CMC) accreditation, or the ability to obtain such accreditation once hired

Employment applications may be obtained from the City of Manitou Springs @ 606 Manitou Avenue or online at www.manitousprings-co.gov. Applications, resume and cover letter should be sent to Rebecca Davis, City of Manitou Springs, 606 Manitou Avenue, Manitou Springs, CO 80829; Fax: 719-685-2577; Email: rdavis@comsgov.com. The City of Manitou Springs is an EOE/AA/ADA employer.